



**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



Telephone: (914) 670-3050
Fax: (914) 835-7491

SIGN / AWNING PERMIT APPLICATION
ARCHITECTURAL REVIEW BOARD APPROVAL – REQUIRED

Application Fee \$50.00, \$150 Primary Sign, \$100.00 Fee for Each Additional Sign

PERMIT # _____ FEE PAID: _____ RECEIPT # _____

OWNER OF BLDG: _____

ADDRESS: _____

PHONE # _____ FAX _____

TENANT: _____

ADDRESS: _____

PHONE # _____ FAX _____

SIGN CONTRACTOR: _____

ADDRESS: _____

PHONE # _____ FAX _____

LOCATION OF SIGN (ADDRESS) _____

BLOCK _____ LOT _____

DESCRIPTION OF SIGN _____

HOW MANY SIGNS _____ SIZE OF SIGN(S) _____

DISTANCE FROM STREET LEVEL _____

BUILDING INSPECTOR _____ DATE: _____

SIGN / AWNING PERMIT REQUEST NOTICE TO APPLICANT

1. The Sign / Awning Application must be filled out completely prior to submission to the Building Department.
2. Eleven (11) sets of from the Sign / Awning Company are required. All elevations must be shown on the plans. They should include dimensions, colors and the materials to be used.
3. Sign / Awning Permit Application requests **MUST** receive Architectural Review Board (ARB) approval before a permit will be issued. (See information below.)
4. The following **MUST** be submitted before the Sign / Awning Permit will be issued:
 - a. Sign / Awning Fees
 - b. Contractor's Insurance or Owner's Affidavit

ARCHITECTURAL REVIEW BOARD

1. Submission to the Building Department **MUST** be made as noted above.
2. Architectural Review Board Meetings are held on the second Tuesday of each month at the Municipal Building, 1 Heineman Place, Harrison, NY at 7:30 PM.
3. The Applicant or a Representative **MUST** attend the meeting.
4. Photographs of the subject property and at least 2 adjacent or nearest structures must be provided to the Board at the meeting when the plans are reviewed. If the submission is for an addition or alteration to an existing structure, photographs of the existing structure, as well as the adjacent or nearest structures are required.

PLEASE NOTE – PLANS WILL NOT BE REVIEWED WITHOUT PHOTOGRAPHS

5. Architectural Review Board approval **DOES NOT** constitute Building Permit Approval. Permits must be obtained from the Building Department.